Internal Memo No. 917/2 – QC Date: 19.09.2009

Solid cement block one from every load received must be sent for testing to Q.C. Ensure that the block is marked with the following:

* 1. Project Name
	2. Date of receipt
	3. Inward no.
	4. Supplier

This will ensure the quality of blocks being supplied is monitored. Engineers may use the blocks and need not wait for Q.C. report. However, in the long run suppliers supplying inferior quality product can be eliminated.

At the moment I am not setting a standard. However, the minimum strength of each block must be 2o kgs/ sq cm and preferably 25 kgs /sq cm

QC to send a monthly report to each site.

Soham Modi.